



# **ELLON ACADEMY COMMUNITY CAMPUS**

## **SCHOOL EARLY CLOSURE PROCEDURE**

**November 2018**

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## 1. Introduction

The Head Teacher will have complete discretion to close the school and send pupils home when they anticipate adverse conditions, which would put pupils at risk. Any decision to close the Campus will be made by the Campus Management Group.

The school will contact parents via SEEMIS Xpressions and every care should be taken to ensure that pupils are not sent into possibly dangerous conditions without their parents' knowledge. Responsibility rests with the Head Teacher to inform catering personnel (Commercial Operations) and any transport operators involved.

Information with regard to school closures will be posted on the Aberdeenshire Adverse Weather Website by the Head Teacher. Local radio stations will broadcast the information on the website. The Head Teacher will also update the school telephone system and the Adverse Weather Telephone Information Service.

In case of closure, staff are not permitted to leave the school in advance of the departure of pupils. Any staff with concerns regarding weather or potential travel problems should in the first instance **contact a member of SLT before leaving the building**. Such a request will only be granted under exceptional circumstances, and if granted, the Support Services Coordinator must be informed.

Should the school close before the start of the school day, staff are responsible for finding this out themselves. Where they think this is likely, they will need to:

- Check the Aberdeenshire Council Adverse Weather Website/Adverse Weather Telephone Information Service for details of any closure ie pupils only, buses only, all/staff pupils etc
  - o <https://online.aberdeenshire.gov.uk/Apps/Schools-Closures/>
  - o Tel: 0370 054 4999
  - o PIN: 021040
- Follow Council Adverse Weather Arrangements (reviewed September 2018) available on the Aberdeenshire Council website.

## 2. Instructions for Early Closure Coordinators

Where closure is required during the school day, please follow instructions below – a tannoy announcement will be made to signal the start of the Early Closure. If only a few transport pupils require to be sent home, alternative means will be used to call pupils to pre-determined locations, in order to minimise disruption to learning and teaching.

Non-transport pupils should remain in class. Where a class teacher has Early Closure responsibilities, classes should be collapsed by the Faculty. Cover will be provided where requested/available.

**Early Closure Coordinators** should make their way to the Main Office and collect their Early Closure Folder, prepared by the office in line with their Closure Checklist. Folders contain:

- Instructions – please read
- Pupil Storm Arrangements Form (blue = 18-19; green = 17-18)
- Casual Group List ie pupil names/bus connections/comments
- Daily Absence List
- Work Related Learning Pupil List
- College Pupil List

Confirm your bus route and stance with the pupils present

Send any pupils who should be in another room to the correct room

- Check their bus pas first
- Check Assembly Point list and advise pupil of correct room
- Phone correct classroom so staff there know a pupil is on their way – minuses the risk of missing pupils

Register pupils

- Check absentees against the Absence List/WRL List/College List and note on the list.
- Contact office by phone to resolve any discrepancies – any office extension except reception
- Pupils with an allocated place of safety/those who require to be met off the bus should make contact with their parent/carer/designated adult before they are allowed on the bus home. If contact cannot be made, the pupil will need to remain in school. Early Closure Coordinators need to witness the phone call.
- Pupils must travel on their allocated bus, unless alternative arrangements have been made **in advance** through PTU. This must be verified through the Office.

Once register is complete, take to Repro for copying (send a pupil if only one teacher):

- Green form: give to bus driver
- Red form: only required if there are any unresolved discrepancies (ie unsuccessful phone calls) →pupil(s) and forms would go to G4
- Original → Early Closure Folder

Keep pupils in class until you are notified their bus has arrived:

- Escort the pupils to their bus
- Check the pupils off against the register as they get onto their bus
- Give the driver the green register (he can then mark it up as they get off the bus)
- Return the Early Closure Folder to the Main Office
- ASN taxi pupils can be released by the PT ASN once checks are complete.

### 3. Instructions for teachers with non-transport pupils

**Teachers with a class, and without Early Closure duties** should continue to teach their class, and to collapse classes if required in order to assist colleagues with duties. If their class requires to be displaced, the Support Services Coordinator will organise an alternative room. Let the Support Services Coordinator know if any class cover is required.

Please check the following with remaining pupils:

- Pupils who are picked up/out-of/zone/drive and do NOT have a bus pass, should make their way to S47 to be registered.
- Any pupil with a bus pass must make their way to their allocated transport assembly point – even if they have driven to school that day, or have made alternative arrangements for the end of the school day. Unless pre-arranged with PTU, pupils must travel on their allocated bus.

• **Non-transport pupils in PSE classes** should be sent to the library.

### 4. Instructions for all other staff

**Teachers without a class and without early closure duties** should make their way to the Support Services Coordinator's office where they will be given a task/asked to cover a class.

**Support Services staff** without early closure duties should be prepared to assist as requested by SLT.